

# Time Management Tips and Tricks

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Effective time management requires being able to balance your time so that you can successfully achieve your goals. It requires being able to make a schedule and follow it. Your schedule needs to include time to study, eat, sleep, work, socialize and relax.

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## Why use a schedule?

You are more likely to complete tasks when you have scheduled time for them. You will avoid the need for cramming if you study on a regular basis. Large projects will seem more manageable and less stressful if you break them into smaller parts.

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Establish a routine early in the semester that allows you to balance school, work, home, extracurricular activities, and a personal life.

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## Get organized

Keep an eye on your course outlines. Know what is expected of you in each of your courses.

## Goals

Make a list of your goals. Include long- term and short- term goals concerning your career, your life and school. Knowing your goals will help keep you motivated and allow you to prioritize tasks.

## How Do You Spend Your Time?

For one week, record how you spend all of your time. Include the number of hours you spend attending class, working/volunteering, attending clubs/meetings, exercising, socializing and doing chores/errands. Do not forget to include commuting time, meal preparation, eating time, personal care time and the amount of time you spend sleeping. This task will allow you to see how much spare time you can devote to achieving your goals.

## **Make a Semester Calendar**

- Record all assignments, tests and exams on a monthly calendar (use course outlines to help you complete this task).
- Use your agenda, which lists important dates and holidays, to record this information on your calendar.
- Record other time commitments (work, day trips, etc.) on your calendar.
- Transfer new assignments and tests from your agenda onto your semester calendar as they arise.
- Post the calendar where you study--you can see deadlines well in advance and plan accordingly.

## **Make a Weekly Schedule**

- Plan a schedule using one hour blocks.
- Make a schedule which allows you to complete all your goals.
- Include the hours which are already scheduled (class, sleep, eat, etc.).
- Break large tasks into smaller, more manageable tasks.
- Be realistic; don't underestimate the amount of time it takes to complete each task.
- Try to study at regular times so that it becomes part of your routine.

## **Use a Daily Planner or a Daily "To-Do List"**

- Make a list of all the tasks you need to complete on a certain day.
- Prioritize the tasks and place them in appropriate order on your list.
- Plan to do the hard tasks first.
- Transfer this information onto your weekly schedule indicating the time that you will work on the task.
- Cross off each task as you complete it.

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Now that you have completed a schedule to manage your time, the hard part is to follow it. You will need motivation and commitment to stick to your plan. Monitor your plan on a regular basis and make modifications as required.

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